Computing, Environment and Life Sciences
Diversity & Inclusion Action Plan: 2013

"We respect and support efforts to expand our diversity in every possible way, as it is only through a steady infusion of new ideas and perspectives that our dynamic and productive research community will keep its competitive edge."

> — Rick Stevens, Associate Laboratory Director, Computing, Environment and Life Sciences

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Argonne's Computing, Environment and Life Sciences (CELS) directorate integrates Argonne's research in the life sciences (structural, systems and molecular biology) with the environmental sciences (earth science, energy science and global climate research) and the computing sciences (applied mathematics, computer science and computational science). CELS includes four divisions — Biosciences (BIO), Environmental Science (EVS), Argonne Leadership Computing Facility (ALCF) and Mathematics and Computer Science (MCS) — and two joint institutes with the University of Chicago — the Computation Institute (CI) and the Institute for Genomics and Structural Biology (IGSB).

Diversity & Inclusion as a Differentiator

CELS is dedicated to the creation of a diverse and inclusive organization, where all staff is mentored to develop their full potential and recognize the value of others. Cutting edge research demands the creativity and energy that flows from teams with diverse backgrounds and perspectives. Our goal is to hire new employees with these goals in mind and to support the ability of our current employees to thrive in such an environment.

Best People

Goal 1: Increase likelihood of inclusive and diverse hires and students

Action Develop division-specific processes to reduce the impact of implicit bias in the hiring process for postdocs and the conversion of temporary staff to permanent staff. Hiring committees will participate in search briefings and discuss bias awareness and ways to avoid it. To the extent practicable, hiring committees will include junior and senior staff and all genders. An increase in the number of diverse applicants and students will be achieved through increased familiarity with diverse professional organizations and by enhancing relationships with professional organizations, Historical Black Colleges and Universities (HBCUs) and Hispanic American Colleges and Universities (HACUs) whose students might be appropriate for CELS summer programs.

Action Lead Division and Institute Directors/hiring managers/hiring committee chairs/CELS Human Resources (HR) lead

Resources Search committee briefing materials; HR Talent Acquisition support; CELS HR manager can provide guidance on venues for reaching diverse students/applicants

Timeframe May 2013 – December 2013

Metric Each division develops a documented process reviewed by the ALD office for postdoc hiring and conversion to staff, and that process is conveyed to all staff likely to hire postdocs or wishing to convert temporary staff to permanent staff; CELS will attend the Grace Hopper Celebration of Women in Computing conference; reach out to at least one diverse organization to recruit students for summer 2014

Goal 2: Intentionally encourage development/mentoring of all staff

Action Supervisors will hold mid-year development conversations with their staff and encourage mentoring where appropriate. Staff will create an annual development plan in conjunction with their supervisor.

Action Lead Associate Laboratory Director (ALD) office/Division Directors/supervisors and employees

Resources Development and mentoring is a mutually shared responsibility of the employee and their supervisor. Division Directors and/or line managers need to be flexible about what constitutes staff development and include use of non-traditional formats and resources (such as project co-lead roles); HR will provide support, guidance and resources that encourage dialogue, as requested. HR will provide information about training opportunities at Argonne and policies on continuing education.

Timeframe May 2013 – July 2013

Metric 80% of employees have documented development discussions and associated development plans.

Goal 3: Enhance onboarding of new employees

Action   Each division will identify steps to make new employees feel welcome and more effectively integrate them into the division.

Action Lead   Division Director, divisional HR representative

Resources   Division-specific and employee-specific information (e.g., library access, time keeping, conference room locations, purchasing, guest house, student hiring, introductions)

Timeframe   June 2013 – September 2013

Metric   100% of new employees have a division-specific onboarding plan.

Inclusive Culture

Goal 4: Broaden staff knowledge of existing quality of work-life policies

Action   Educate management and supervisors of work-life policies at Argonne; hold brown bag lunches for staff and managers to discuss existing policies; electronically distribute quality of work-life brochure to all regular employees and create a listing, summarizing Argonne policies regarding work-life issues.

Action Lead   Division Directors, directorate HR representative

Resources   Quality of work-life brochures and a listing, summarizing Argonne policies regarding work-life issues with links to online details

Timeframe   June 2013 – December 2013

Metric   All regular staff receives a quality of work-life brochure electronically and all staff receives a listing, summarizing Argonne policies regarding work-life issues